



October 4, 2010

Cynthia L. Kuelbs, MD
Medical Director, Chadwick Center for Children and Families
Rady Children's Hospital
3020 Children's Way, MC 5064
San Diego, CA 92123

Dear Dr. Kuelbs:

**RE: FISCAL YEAR 2010/11
California Clinical Forensic Medical Training Center Program
REQUEST FOR APPLICATION**

The California Emergency Management Agency (Cal EMA), Public Safety and Victim Services Division, is pleased to announce the release of the Fiscal Year 2010/11 California Clinical Forensic Medical Training Center Program (CCFMTTC) Request for Application (RFA). The grant period is December 1, 2010 – September 30, 2011.

Execution of this grant award is contingent upon Cal EMA approval of all required grant documents, receipt of federal grant awards and passage of the FY 2010/11 State Budget Act.

Submission of required information and documents in an accurate and complete manner will expedite processing of your grant application, and failure to include requested information may cause a delay in processing.

The application is due by **5:00 p.m. on Tuesday, November 15, 2010**. Delivery options and further submission information is listed in Part I, C. (page 1) of this RFA. Questions regarding this RFA should be directed to Ermelinda Angulo, Senior Program Specialist, Sexual Assault Section, at (916) 324-9230 or ermelinda.angulo@calema.ca.gov.

Sincerely,

Brendan A. Murphy
Director of Grants Management

Enclosures

CALIFORNIA CLINICAL FORENSIC MEDICAL TRAINING CENTER PROGRAM

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CALIFORNIA CLINICAL FORENSIC MEDICAL TRAINING CENTER PROGRAM

PART I – OVERVIEW

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A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Emergency Management Agency (Cal EMA) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Cal EMA Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible on our website at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under “Quick links” for the *Criminal Justice Programs Recipient Handbook* or scroll to the “Grant Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” and look under the “Related Links” section for “Recipient Handbooks.”

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be directed to:

Ermelinda Angulo, Senior Program Specialist
Program Specialist
Sexual Assault Section
(916) 324-9230
Fax: (916) 324-8554
ermelinda.angulo@calema.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **November 15, 2010** OR hand delivered by **5:00 p.m. on November 15, 2010** to:

California Emergency Management Agency
Public Safety and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Ermelinda Angulo, Sexual Assault Section

D. ELIGIBILITY

The California Clinical Forensic Medical Training Center (CCFMTC), University of California/San Diego, Regents of the University of California is eligible to apply.

E. FUNDS

The project must budget for a ten (10) month grant award period from December 1, 2010 through September 30, 2011. The total FY 2010/11 grant award is \$898,776.

1. Violence Against Women Act - Services*Training*Officers*Prosecutors (VAWA S*T*O*P) Funds:
 - 2010 funds: \$791,104.
 - 2008 funds: \$107,672. These funds must be expended by February 28, 2011, and a Request for Reimbursement (Form 2-201) submitted to Cal EMA by March 31, 2011.

VAWA STOP funds may be used for: Training sexual assault medical examiners and personnel in the collection and preservation of evidence, analysis, prevention, expert testimony, treatment of trauma, and other relevant and supportive activities related to adult and adolescent sexual assault.

Match: VAWA S*T*O*P requires a 25 percent match. Cal EMA is currently meeting the match requirement and intends to continue to do so. If Cal EMA is unable to meet the match requirement in the future, grant budgets will need to be modified to incorporate the 25 percent cash and/or in-kind match.

Per Section 42 U.S.C. Section 3796gg, the purpose of the VAWA S*T*O*P is to assist States, State and local courts, Indian tribal governments, tribal courts and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and develop and strengthen victim services in cases involving violent crimes against women. However, nothing in this title shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault and stalking from receiving benefits and services under this title.

Original publications (written, visual, or sound) produced in whole or in part with S*T*O*P funds must contain the following statement:

This project was supported by Grant Number 2010-WF-AX-0035 awarded by the California Emergency Management Agency (Cal EMA). Points of view, opinions, findings and conclusions in this publication are those of the author and do not necessarily represent the official position or policies of Cal EMA. Cal EMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so.

2. Local Safety and Protection Account (LSPA) - Unknown.

LSPA is a Revenue and Taxation fund derived from vehicle license fees. These funds may be used for **any** approved CCFMTC purpose. Cal EMA anticipates the FY2010/11 State Budget will include LSPA funds for the CCFMTC Program. Should that occur and when the Budget is signed, this grant award will be augmented with the designated LSPA funds and additional objectives will be required.

F. PROGRAM INFORMATION

Authorized by Penal Code Section 13823.93, the training center is required to:

- Focus on five (5) separate domains: adult sexual assault; child sexual abuse; domestic violence; elder/dependent adult abuse; and child physical abuse/neglect;
- Develop and implement standardized initial, advanced, and specialized training programs approved by multidisciplinary peer review committees for medical personnel in cases of child

physical abuse and neglect, child sexual abuse, adult sexual assault, domestic violence, and elder/dependent adult abuse. Trainings are to include information on the dynamics of victimization.

- Provide standardized training for law enforcement, prosecutors, public defenders, investigative social workers, and judges on medical evidentiary exam procedures and interpretation of findings;
- Develop a telecommunications network between the training center and other areas of the state, including rural and mid-sized counties, for case consultation and continuing medical education;
- Develop guidelines for reporting and managing child physical abuse and neglect, domestic violence and elder abuse (*Note: these guidelines have been completed*);
- Develop guidelines to evaluate results of training on the performance of examinations; and
- Promote an interdisciplinary approach in the assessment and management of child abuse and neglect, sexual assault, elder/disabled abuse, and domestic violence.

Americans with Disabilities (ADA) Compliance

Applicants must be in compliance with the ADA of 1990, 42 U.S.C. 12101, et seq, and Title 28 of the Code of Federal Regulations, part 35. The applicant shall operate so that each service is accessible to and usable by individuals with disabilities. Applicants may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

Applicants must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telecommunication systems for communications by telephone. Applicants must also ensure that individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. This includes all written materials (i.e. brochures, applications, consents, videos, etc.). Applicants must ensure that all aspects of employment comply with ADA, including the application process (recruitment, hiring) and employment tasks.

G. PROGRAM HISTORY

1. Funding:

FY1996/97	State General Funds (GF) \$700,000 to establish a northern California center
FY1997/98	GF \$1,364,000 to continue northern center and establish a southern center
FY2002/03	P.C. 13823.93 amended to require a single training entity (SB 1324 Ortiz)
FY2002/03	GF decreased to \$682,000
FY2002/03	GF \$682,000; 2000 and 2001 VAWA \$506,696
FY2003/04	GF \$682,000; 2003 VAWA \$400,000
FY2008/09	GF \$340,000; Local Safety and Protection Account (LSPA) \$132,000; 2006 VAWA \$97,316; 2007 VAWA \$95,811; 2008 VAWA \$787,017
FY2009/10	LSPA \$340,000; 2009 VAWA \$712,706
FY2010/11	VAWA \$791,104; 2008 VAWA \$107,672; LSPA unknown.

2. Standardized Clinical Forensic Medical Curriculum Developed: Hours

• Adult Sexual Assault Clinical Forensic Medical Education

Sexual Assault Forensic Examiner Training for Health Care Professionals	35
Sexual Assault Suspect Examination Training for Health Care Professionals	4

Sexual Assault Training for Community Providers	1
Sexual Assault Training for Law Enforcement	2-3
Sexual Assault Training for Prosecutors	2
Sexual Assault Training for Public Safety Personnel	0.5
Overview of Sexual Assault for Emergency Medicine Physicians	1
Overview of Sexual Assault for Mid-level Practitioners	2
Overview of Sexual Assault for Community Providers in High Risk Settings	1.5
Overview of Sexual Assault for OB/GYN Physicians	1
Overview of Sexual Assault Forensic Examination for Criminalists	2
Overview of Sexual Assault Forensic Exam for Medical Students	1
Forensic Colposcopy	4
Medical Directors/Program Coordinator (SART) Training	4-6
• <u>Child Sexual Abuse Clinical Forensic Medical Education</u>	
Pediatric Sexual Abuse Forensic Exam Training	28 total 14 on-line
Pediatric Sexual Abuse Training for Community Providers	1-3
Basic Child Sexual Abuse for Prosecutors	1-4
Basic Child Sexual Abuse for Child Protective Services	3
Basic Child Sexual Abuse for Law Enforcement	1
Basic Child Sexual Abuse for Judges	3
Child Sexual Abuse Examination Forensic Techniques DVD; in process	
Child Physical Abuse and Neglect Clinical Forensic Medical Education	
Child Physical Abuse Training for Community Health Care Providers	1-2
Child Physical Abuse Training for Medical Personnel – draft	approx. 12
Selected Topics in Child Physical Abuse (CD ROM)	
Medical Diagnosis of Child Abuse for Law Enforcement & Social Service Investigators	6
• <u>Domestic Violence Clinical Forensic Medical Education</u>	
Domestic Violence Training for Community Providers	1-2
Domestic Violence: Diagnosis, Management and Forensic Care	13.5
Domestic Violence and Its Impact on Children	1-2
Domestic Violence Training for Public Safety Personnel	3.5
Domestic Violence for District Attorneys: Injury Assessment and the Forensic Exam	2
What if your Patient is a Batterer?	1-2
Teen Dating Violence	1-2
Domestic Violence for Social Workers	4-8
• <u>Elder/Dependent Adult Abuse Clinical Forensic Medical Education</u>	
Recognizing and Reporting Elder Abuse – Medical Grand Rounds	1-2
Elder and Dependent Adult Abuse: Diagnostic Management and Forensic Strategies	9.5
Elder Abuse for Adult Protective Services and Ombudsmen	1
An Update for First Responders (Formerly: Elder Abuse for Law Enforcement)	1
New Tools for Elder Abuse Prosecution	1
Elder Death Review Training	3
Elder Death Review: A Team Training	8

- Crime Victims with Disabilities Curriculum

Crime Victim Specialist Training: Part 1 (11 hours) & Part 2 (7 hours)	18
Overview of Crime Victims with Disabilities	1
Crime Victims with Disabilities: for CA Department of Health and Human Services Staff	4
Crime Victims with Disabilities for Direct Service Providers	4-8
- Cross Disciplinary Curriculum

Basic Courtroom Communications for the Forensic Examiner	8-16
Advanced Courtroom Communication for Forensic Examiners	6.5
Medical Evidence of Sexual and Physical Abuse of Adults for District Attorneys	8-17
Forensic Photography: Documentation of the Physical Effects of Violence	7
Forensic Photography for Healthcare Providers	6.5
Forensic Photography for Social Services Providers	6.5

3. Transition Discussion

As the CCFMTC transitions from University of California/Davis to University of California/San Diego, Cal EMA's goal is for current programs with a proven track record to continue and be enhanced. Additionally, and following 13 years of operation, CCFMTC appears ready to address larger and more generic system issues. This means identifying needs and challenges that impact California's diverse regions, communities, agencies and constituencies. As with other Cal EMA programs, this should include consensus driven approaches, solutions, and systems that are evidence-based, cost effective and sustainable, including appropriate use of modern technology. It is understood that some efforts may require funding beyond Cal EMA's CCFMTC grant award.

As an example, adult sexual assault issues for future consideration/discussion could include:

a. Current Sexual Assault Programs

- 1) Sexual Assault Examiner Training - edit and update course material and resources; convert modules to on-line format; completion as prerequisite to attendance and CME.
- 2) Forensic Photography – continue as a standalone, hands-on on day training.
- 3) Courtroom Communications – convert portions to online; prerequisite to training; customize training for prosecutors and SAFE/SANE examiners working together; develop video “vignettes” illustrating concepts for use as training vehicles.
- 4) Medical Director Course – edit/update all modules; convert to online course.
- 5) Develop advanced sexual assault examiner training.

b. Systems and Generic Issues relative to the Sexual Assault Domain

- 1) Telemedicine – Build on Pediatric Mentoring Program experience; add adult sexual assault mentoring to existing pediatric sites; develop new adult programs for the telemedicine network; develop procedures/best practices to enhance provision of high quality forensic exams to in all communities; and broaden to include training, team development, quality assurance, collaboration and problem solving.

- 2) Forensic exams: 923 and 950 – revise protocols and forms with Cal EMA authorization; develop/pilot an electronic data entry system for 923 and 950 data.
- 3) Continue collaboration in clinical forensic medical research to ensure curriculum is scientifically informed with up-to-date and evidence based material.
- 4) Address statewide standardized sexual assault forensic exam funding; continue working with Cal EMA, state agencies, and stakeholders; address inconsistency in delivery of high quality forensic medical care to sexual assault victim in California.
- 5) Broaden the role of CCFMTC Sexual Assault Advisory Committee to include development of standards for: best practice (e.g. use of forensic images and photo review guidelines); system recommendations (e.g. still and video forensic imaging, and local database systems; and practice standards (work with Board of Nursing on forensic nursing standards) and eventual sexual assault examiner certification.

CALIFORNIA CLINICAL FORENSIC MEDICAL TRAINING CENTER PROGRAM

PART II – RFA INSTRUCTIONS

- A. PREPARING AN APPLICATION
 - B. PROJECT NARRATIVE
 - C. PROJECT BUDGET
 - D. APPLICATION APPENDIX
-

A. PREPARING AN APPLICATION

Instructions correspond to application components and forms required to complete the application. The applicant must use forms provided in Part IV of this RFA or on our website at www.CalEMA.ca.gov. The forms must be printed on plain white 8½" x 11" paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal EMA standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal EMA templates.

Please provide the eight required application components in the order listed below:

- Application Cover Sheet (included in Part IV)
- Grant Award Face Sheet (Cal EMA 2-101)
- Project Contact Information (Cal EMA 2-102)
- Signature Authorization and Instructions (Cal EMA 2-103)
- Certification of Assurance of Compliance – VAWA (Cal EMA 2-104 g)
- Project Narrative (Cal EMA 2-108)
- Project Budget (Budget Narrative - Cal EMA 2-107 and Budget Forms - Cal EMA 2-106 b)
- Application Appendix (refer to Part II, D)

Copies of the application must be assembled separately and individually fastened in the upper left corner.
Do not bind the application.

B. PROJECT NARRATIVE

Objectives and Activities: The applicant is to develop Objectives and Activities that best meet the needs of the State with regard to program purposes and funding parameters. Because funds currently allocated to this program are less than the State General Funds originally authorized and are restricted in their use, activities in some domains (adult sexual assault, child sexual abuse, domestic violence, child physical abuse/neglect, elder/dependent adult abuse) may need to be reduced or completely eliminated. See Part I, F. Program Information for statutorily required program purposes.

Display Objectives and Activities as follows.

- **Column format** with Objectives in the left column and Activities in the right column;
- **Separate page(s)** for each Objective and accompanying Activities;
- **Activity detail** to include title of staff (not individual name) responsible for completion of the activity, and the time frame in which the Activity will occur/be completed

The following Objectives must be included in the grant application. The applicant may add additional Objectives that conform to program purposes, statutory requirements, and fund source parameters.

Mandatory Objectives

1. Develop a structured decision-making process to resolve conflict when agreement is not reached among Advisory Group members or relevant domain experts on curriculum content, interpretation, or other issues. Such instances may be identified by the project or by Cal EMA.
2. Complete conversion of portions of the Adult Sexual Assault five-day course to online versions, using the course developers, Dr. William Green and Dr. Elliott Schulman, as consultants.
3. Complete the Pediatric/Adolescent Forensic Medical Examination video using the competitive bid outcome from the FY2009/10 University of California/Davis CCFMTC grant.
4. Develop and coordinate Sexual Assault Response Teams (SART) systems and efforts, including multi-disciplinary transfer-of-knowledge conferences/workshops.
5. Update the California Sexual Assault Response Team (SART) Manual. Cal EMA's preference is for the manual author, Marilyn Peterson, current CCFMTC Director, to be responsible for this activity. A recent effort to complete this revision was unsuccessful despite a significant outlay of time, effort and money. Activities are: (1) submit copy to Cal EMA for review by with revisions notated for comparison purposes by (date); (2) submit draft for review, input and concurrence to State Advisory Committee on Sexual Assault Victim Services, California District Attorneys Association, Victim Witness, Police Chiefs and Sheriff's associations, crime labs, and the California Coalition Against Sexual Assault by (date); (3) submit final draft to Cal EMA for approval by (date); (4) complete and digitally release SART Manual, with notification to allied organizations, by (date).
6. Ensure availability of qualified staff to respond to questions regarding sexual assault, child sexual abuse and sexual assault forensic medical examinations, and the use of the Cal EMA 2-900, Cal EMA 2-293, Cal EMA 2-925, Cal EMA 2-930, Cal EMA 2-950, Cal EMA 2-502, and Cal EMA 2-602 Forms.
7. Complete development of evidence-based sexual assault glossary of terms and definitions, and obtain ratification by expert consensus. Activities are: (1) Convene expert project panel in conjunction with the American College of Emergency Physicians Forensic Science Section and membership of the CCFMTC Sexual Assault Advisory Group; (2) Finalize terms to be included in glossary by assigning sections to each project panel member; (3) finalize draft definitions and descriptions, circulate list to determine where there is consensus and where further discussion is needed for consensus; (4) use Delphi technique to resolve remaining controversial terms and draft consensus document; and (5) finalize definitions and publish document in a peer review journal and on the CCFMTC website.
8. Establish ad hoc expert groups as needed for specific topics, e.g. adult sexual assault, child sexual abuse, domestic violence, child physical abuse/neglect, elder/dependent care abuse, forensic photography, courtroom communications, etc.

C. PROJECT BUDGET

The purpose of the budget is to demonstrate how the applicant will use program funds to implement the program. The budget must cover the entire grant period, and is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities and the budget may include **only** those items covered by grant funds. Projects may supplement grant funds with funds from other sources. Budgets are subject to Cal EMA modifications and approval.

Cal EMA requires a **line item** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. Unnecessary line items that detract from accomplishing the project objectives and activities should be avoided.

Note: The following information is provided to assist in the preparation of the budget:

- Strict adherence to the *Recipient Handbook* is required.
- Failure to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

Refer to the *Recipient Handbook* for additional information concerning Cal EMA budget policy or to determine if specific expenses are allowable. The *Recipient Handbook* is accessible on the Cal EMA website at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under “Quick links” for the *Criminal Justice Programs Recipient Handbook* or scroll to the “Grant Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” and then look under the “Related Links” section for “Recipient Handbooks.” Additional budget questions can be answered by the person listed in Part I, section B.

1. Budget Narrative

Include a budget narrative in the application immediately preceding the budget pages, describing:

- how the project’s proposed budget supports the Objectives and Activities;
- how funds are allocated to minimize administrative costs and support direct services;
- project-funded staff duties, including qualifications for the job assignment;
- how project-funded staff duties and time commitments support Objectives and Activities;
- percentage of staff time committed to efforts other than those supported by this grant;
- the necessity for subcontracts and unusual expenditures; and
- mid-year salary range adjustments.

2. Specific Budget Categories

Excel spreadsheets for budget categories can be accessed in the RFA Part IV or on our website.

a. Personal Services – Salaries/Employee Benefits (Cal EMA 2-106a)

1) Salaries

Personal services include services performed by staff directly employed by the applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the applicant’s personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services are to be included under Operating Expenses (refer to Part II, C.2.b. - Operating Expenses - paragraph two [below]).

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed

those already established by the applicant. Employer contributions for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable. Benefits such as uniforms or Bar Association dues are allowable if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (Cal EMA 2-106b)

Operating expenses are necessary expenditures other than personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project and, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors; participating staff who are not employed by the applicant; travel; office supplies; training materials; research forms; equipment maintenance; software equipment rental/lease; telephone; postage; printing; facility rental; vehicle maintenance; answering service fees; and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5000 (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as in the Operating Expenses category as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500). These costs must be supported by an Operational Agreement which must be kept on file and made available for review during a Cal EMA site visit, a monitoring visit, or an audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project, and include sufficient per diem and travel allocations for person(s) to attend required Cal EMA training conferences or workshops.

c. Equipment (Cal EMA 2-106c)

Equipment is nonexpendable tangible personal property with a useful life of more than one year and an acquisition cost of \$5000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

NOTE: The left column of each budget category on the Spreadsheet requires line item detail including calculation and justification for the expense. Enter the **whole dollar amount only** (no cents) on each line item in the correct column of the Budget Category form. Extra rows may be added if necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and total the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source must correspond to the Total Project Cost (Block 10G) amount on the Grant Award Face Sheet.

D. APPLICATION APPENDIX

The application appendix provides supporting information and must include:

- **Organizational Chart**
The organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.
- Noncompetitive Bid Request (Cal EMA 2-156) [if applicable]
- Out of State Travel Request (Cal EMA 2-158) [if applicable]
- Project Service Area Information (Cal EMA 2-154)
- Computer and Automated Systems Purchase Justification Guidelines (Cal EMA 2-157) [if applicable]

CALIFORNIA CLINICAL FORENSIC MEDICAL TRAINING CENTER PROGRAM

PART III – POLICIES AND PROCEDURES

NOTE: The applicant is encouraged to review the following sections before preparing the application.

- A. FINALIZING THE GRANT AWARD AGREEMENT
 - B. ADMINISTRATIVE REQUIREMENTS
 - C. BUDGET POLICY
-

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. Cal EMA does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. Cal EMA employees are not able to authorize an applicant to incur expenses or financial obligations prior to the execution of a Grant Award Agreement. However, once the Grant Award Agreement is finalized the Grant Recipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Award period.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal EMA may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

Cal EMA Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

Cal EMA may add grant award conditions to the Grant Award Agreement prior to or after funding. Any added conditions will be discussed with the applicant and, when made part of the Grant Award Agreement, a copy will be sent to the grant recipient. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal EMA.

b. Grant Award Agreement

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received a Report of Expenditures and Request for Funds (Cal EMA 2-201) may be submitted.

c. Grant Award Amounts

When available funds are limited, Cal EMA may award the applicant less than the amount requested by the applicant. In addition, Cal EMA reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either action is required, Cal EMA will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The following apply to funded projects and are included for the recipient's planning purposes.

1. The *Recipient Handbook (RH)*

The *RH* is accessible on the Cal EMA website at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under 'Quick links' for the *Criminal Justice Programs Recipient Handbook* or scroll to "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and look under the "Related Links" section for "Recipient Handbooks." The *RH* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with *RH* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Internet Access (*RH* 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the RFA instructions.

3. Progress Reports and Data Collection (*RH* 10100)

Funded projects are required to participate in data collection, submit progress reports, and to keep accurate records to document the information reported in progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, Cal EMA will review these records for accuracy and comparison with data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures/Request for Funds (*RH* 6300)

Community-based organizations (CBOs) shall submit monthly Report of Expenditures and Request for Funds (Cal EMA 2-201); government and education agencies shall submit quarterly. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the Cal EMA 2-201 will result in withholding of funds and may result in the recommendation to Cal EMA's Executive Secretary for termination of the grant award.

5. Technical Assistance/Site Visits (*RH* 10300)

Funded projects are assigned a Cal EMA program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the recipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*RH 10400*)

A monitoring visit is an onsite assessment by staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the Recipient Handbook. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*RH 8100*)

To safeguard Cal EMA assets and ensure that all funds are accounted for, Cal EMA requires that organizations receiving Cal EMA grant award(s) be audited in accordance with *RH 8100*.

8. Source Documentation (*RH 10111*)

Recipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Recipients will be required to have written job descriptions on file for positions funded by Cal EMA detailing specific grant-related activities to achieve project objectives.

9. Bonding Requirements (*RH 2160*)

Private community-based organizations and American Indian organizations are required to obtain and send to Cal EMA a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal EMA-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, California Emergency Management Agency" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

10. Copyrights, Rights in Data, and Patents (*RH 5300-5400*)

Cal EMA owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *RH*.

C. BUDGET POLICY

This document summarizes information on Cal EMA Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the Recipient Handbook at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under "Quick links" for the *Criminal Justice Programs Recipient Handbook*, or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks."

1. Supplanting Prohibited (*RH 1330*)

Grant funds must be used to supplement existing funds for program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal EMA indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in *RH 1330*.

2. Project Income (*RH 6610*)

Project income, such as client fees and fees for services provided by the recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions.

3. Methods of Contracting and/or Procurement (*RH 3400*)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal EMA program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000 which requires prior Cal EMA approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal EMA will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal EMA determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see *RH* Sections 4500).

4. Match Requirements (*RH 6500*)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Award Agreement.

5. Travel Policies (*RH 2236*)

The following is Cal EMA's current travel policy:

a. Travel and Per Diem (*RH 2236*)

The budget may use the applicants travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBOs)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel and Per Diem Policy (*RH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal EMA approval.

2) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m.
Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$40.00 for a 24-hour period.

3) Lodging

The maximum allowed lodging expense is \$84.00, plus applicable taxes, (except as noted below). Lodging receipts are required for reimbursement.

4) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110.00, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140.00, plus applicable taxes.

5) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 50 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

6) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff (*RH 4500*)

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of a project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant Services (*RH 3710*)

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the applicant. Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates (*3710.1*)

The maximum rate for independent contractors is \$250.00 per hour (excluding travel and subsistence costs). Compensation over \$250.00 per hour requires additional justification and **prior approval** from Cal EMA.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*RH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to

cover. The maximum allowable rate for such witness fees is \$250.00 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project's total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- rate of pay per hour including documentation of a survey of the availability of similar consultants, the current "going rate," and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- justification why this cost cannot be paid with other funds [attach to Cal EMA 2-106].

8. Facility Rental (*RH 2232*)

Up to \$21.00 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

- Rental Space for Training and Counseling Rooms (*RH 2232.1*)

Rental space for training and individual and/or group counseling rooms may be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*RH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal EMA prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (*RH 2220*)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the organizations operation and project performance. Examples are: operating and maintaining facilities; accounting services; and administrative salaries. Flat rates not exceeding 10% of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted for indirect costs if allowable by the funding source.

11. Audits (*RH 8150*)

Recipients expending between \$25,000 and \$499,999 in federal or state funds annually cannot use federal funds to reimburse for costs associated with audits. Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- if the total project cost is \$150,000 or less, the project may budget up to \$2,000; or
- if the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total project cost.

12. Equipment (*RH 2300*)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight). A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, a justification that includes cost-effectiveness must be submitted with the Grant Award application. Prior approval by Cal EMA is required.

b. Computers and Automated Equipment (*RH 2340*)

1) Community-Based Organizations (*RH 2342.1*)

Community-based organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal EMA is required.

2) Units of Government (*RH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Cal EMA must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification (*RH 2341*)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the applicant will be sent instructions for preparing the justification.

c. Automobiles (*RH 2331*)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide

direct service away from the office, and the reason why the agency will not allow personal automobile usage during work hours. A cost analysis for automobile purchase, as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by Cal EMA staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (*RH 2240*)

a. Bonuses and Commissions (*RH 2241*)

Projects are prohibited from paying any bonus or commission to any individual, organization or firm unless specifically authorized by the terms of the program

b. Lobbying (*RH 2242*)

Refer to *RH 2242.1* for an extensive list of prohibited activities.

c. Fundraising (*RH 2243*)

Cal EMA grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (*RH 2244*)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

e. Interest (*RH 2245*)

The cost of interest payments is only allowable if the result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*RH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable.

g. Food and Beverages (*RH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*RH 2247*)

Costs of weapons and/or ammunition of any type are not allowable expenditures, unless part of a governmental negotiated benefit package or specifically authorized in the RFA.

i. Membership Dues (*RH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*RH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (*RH 2248*)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

l. Depreciation (*RH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

CALIFORNIA CLINICAL FORENSIC MEDICAL TRAINING CENTER**APPLICATION FORMS**

Click on one of the links below to access the corresponding form. Save the form to your hard drive before filling it out. To access the complete list of forms go to www.CalEMA.ca.gov, scroll over the “Grant Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” then look under the “Related Links” section for “Forms”. Or, paste the following link into your browser:

[http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)&Div=Law+Enforcement+and+Victim+Services+\(LEVS\)&Branch=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)Forms](http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms)

[Checklist](#)

[Coversheet](#)

[Grant Award Face Sheet and Instructions \(Cal EMA 2-101\)](#)

[Project Contact Instructions and Information \(Cal EMA 2-102\)](#)

[Signature Authorization and Instructions \(Cal EMA 2-103\)](#)

[Certification of Assurance of Compliance – VAWA \(Cal EMA 2-104g\)](#)

[Application Budget – Budget Narrative \(Cal EMA 2-107\)](#)

[Budget Forms \(Excel spreadsheet format\) Cal EMA 2-106b. Without Match](#)

[Noncompetitive Bid Request Checklist \(Cal EMA 2-156\)](#)

[Out-Of-State Travel Request \(Cal EMA 2-158\)](#)

[Project Service Area Information \(Cal EMA 2-154\)](#)

[Computer and Automated Systems Purchase Justification \(Cal EMA 2-157\)](#)

CALIFORNIA CLINICAL FORENSIC MEDICAL TRAINING PROGRAM**GLOSSARY OF TERMS**

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet (Cal EMA 2-101) is the programmatic Recipient of the grant funds and will accomplish the planned objectives and program goals. The Recipient was formerly referred to as the "Grantee."
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal EMA becomes the application. This application, once signed by Cal EMA and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	An EEO Checklist is a document used by program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal EMA in verifying that recipients are in compliance with State and Federal Civil Rights Laws.
Grant Award Agreement	The signed final agreement between Cal EMA and the local government agency or organization authorized to accept grant funding. (See Application).
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFA) or the Request for Application (RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (Cal EMA 2-101)
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).

Monitoring Report Response Form	Form sent to the Recipient with the Monitoring report. The form is completed by the Recipient and returned to the Cal EMA Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.
Nonprofit Organization (aka Community-Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for recipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <p>(1) Proof that the Internal Revenue Service recognizes the applicant has the status of a 501(c)(3).</p> <p>(2) A statement from a State taxing body or the State Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual:</p> <p>(3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or</p> <p>(4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.</p>
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
On Site	Refers to the location of operation of the grant award recipient. If multiple sites exist, the site that provides the project recipients with program direction qualifies as the "on site location."
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles serving the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need and supported by an appropriation from state or federal funding sources.

Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal EMA that specified the priorities, strategies, and objectives of the applicant.
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible at www.CalEMA.ca.gov . Look on the right side of the Cal EMA homepage under 'Quick links' for the <i>Criminal Justice Programs Recipient Handbook</i> or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks." The <i>Recipient Handbook</i> was previously called the <i>Grantee Handbook</i> .
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal EMA to obtain applications from applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal EMA to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.
Supplanting	To reduce federal, state, or local funds because of the existence of Cal EMA funds. Supplanting occurs when a Recipient deliberately replaces its non-Cal EMA funds with Cal EMA funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, Cal EMA policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.
USC	United States Code